

PORT JEFFERSON FREE LIBRARY

BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: August 14, 2023

Meeting Time: 4:00 p.m.

Present: John Grossman, President
Christian Neubert, Vice President
Joseph Orofino, Financial Officer
Nicole Connelly, Secretary
Karyn Jensen, Trustee

Kristen Reilly, Trustee
Carl Siegel, Trustee
Thomas Donlon, Library Director
Jennifer DeLeo, Business Manager
Lisa McDonnell, Assistant to the Business Manager

I. CALL TO ORDER

J. Grossman called the meeting to order at 4:10 p.m.

A. Comments from the Board

None.

B. Comments from the Public

None present.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the July 24, 2023 Board of Trustee Meeting.
(Siegel; Reilly) unanimously approved

MOTION to approve the agenda for the August 14, 2023 Board of Trustee Meeting.
(Siegel; Connelly) unanimously approved

MOTION to accept the minutes of the June 20, 2023 Board of Trustee Meeting.
(Siegel; Jensen) unanimously approved

III. FINANCIAL REPORTS

A. Monthly Report Given by Jennifer DeLeo

B. Comparative Statement of Expenses and Revenue for the Month Ending June 30, 2023

C. Reporting Payrolls and Warrants

1. FAO Warrants of June 9, 2023 \$61,847.03 & \$262,325.80 June 23, 2023 \$6,790.95
2. FAO Warrants of July 7, 2023 \$13,552.64 July 21, 2023 \$63,763.12
3. Payroll Warrants of June 9, 2023 \$50,986.50, June 23, 2023 \$67,631.13
4. Payroll Warrants of July 7, 2023 \$81,495.16, July 21, 2023 \$54,290.19
5. Capital Warrants of June 1, 2023 \$18,666.03 June 26, 2023 \$2,175 and July 24, 2023 \$2,100
6. Warrants of June 1, 2023 \$1,379,919.15, June 26, 2023 \$78,966 and July 24, 2023 \$63,334.06

MOTION to accept all financial warrants as presented. (Orofino; Connelly) unanimously approved

IV. LIBRARY REPORTS

A. Director Report

- Switched Library insurance from Hartford to Utica.
- Truck repairs have been completed.
- Working on truck canopy installation.
- Set up at Cedar beach with Comsewogue to promote library services.
- Injury to custodial employee
- Director discussed employee resignations.
- ATM Butera installed window wells, bluestone and new handicap stand & button.
- BK Fire installed new firehose connection
- Adding fence to 114.

- Organically Green will start the landscaping August 21, 2023.
- Director discussed with the board about attendance and expectations of Trustees.

B. Personnel

MOTION to accept the resignation of Head of Adult Services Librarian Samantha DiGiacomo, effective September 8, 2023. (Siegel; Connelly) unanimously approved

MOTION to accept the resignation of part-time Library Aid Theodore Paul Penske, effective August 11, 2023. (Jensen; Reilly) unanimously approved

MOTION to accept the resignation of Assistant to the Director Tori Marmol, effective August 4, 2023. (Reilly, Connelly) unanimously approved

MOTION approve the title change of part-time Children's Librarian Trainee Amanda Costello to part-time Children's Librarian I step 1 at \$36.92, retroactive to July 6, 2023. (Orofino; Siegel) unanimously approved

MOTION to approve the hire of Gabriel Cesare as a part-time Library Aide at \$16.67 per hour, effective immediately. (Jensen; Connelly) unanimously approved

MOTION to approve the hire of Kai Kubik as a substitute Library Aide at \$16.67 per hour, effective immediately. (Siegel; Reilly) unanimously approved

MOTION to approve the tuition reimbursement to Librarian Trainee, Anne McNulty, in the amount of \$2,500 for the summer 2023 semester. (Orofino; Connelly) unanimously approved

MOTION to accept the settlement agreement between Tori Marmol and the Board of Trustees to pay back the use of un-accrued Vacation time at the total amount of \$1,162.97, payable over 6 months starting August 18, 2023 (Neubert, Orofino, Connelly, Jensen, Reilly, Siegel) Grossman abstaining from vote.

MOTION to move the meeting into Executive Session to discuss personnel at 5:02(Siegel; Orofino) unanimously approved

MOTION to resume the regular board meeting at 6:52 (Orofino; Jensen) unanimously approved

V. UNFINISHED BUSINESS

MOTION to approve 2% raise for the Assistant to the Business Manager, Lisa McDonnell retroactive to July 1, 2023. (Neubert; Siegel) unanimously approved

MOTION for payment of \$200 per month to the Assistant to the Business Manager, Lisa McDonnell to assume the role of confidential Secretary to the board on a temporary basis effective immediately. (Neubert; Siegel) unanimously approved

MOTION to approve 2% raise for the Business Manager, Jennifer DeLeo retroactive to July 1, 2023 (Neubert, Orofino) unanimously approved

MOTION to approve 5% raise and an additional week vacation for the Director, Thomas Donlon retroactive to July 1, 2023. (Siegel, Neubert) unanimously approved

VI. NEW BUSINESS

A. CONTRACTS

MOTION to accept the Comsewogue-Port Jefferson Library Services 2023-2024 Joint Contracts for service to Miller Place and Mount Sinai. (Siegel; Connelly) unanimously approved

B. SCLS

MOTION to approve payment to SCLS for the EBSCO renewal in the amount of \$10,305.00 (Siegel; Orofino) unanimously approved

C. SCLS

MOTION to approve payment to SCLS Telecommunication in the amount of \$9,900.00.(Siegel;Connelly) unanimously approved

D. Workmans Comp

MOTION to switch the Library's Workers Compensation carrier from The Harford to Utica National Insurance Group, effective August 1, 2023 (Orofino;Connelly) unanimously approved

E. Library Insurance Policy

MOTION to switch the Library Commercial, Auto & Umbrella Insurance policies to Utica National Insurance Group, effective September 1, 2023 .(Siegel, Connelly) unanimously approved

F. Treasury Bond

MOTION to reinvest the \$2 million Treasury bill into another 6 month treasury bill. (Orofino;Neubert) unanimously approved

G. Transfer of Funds

MOTION to transfer \$4 million from the Bank of America Operating Savings into the new Bank of America Budget Reserve Savings account. (Orofino;Siegel) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATIONS

None.

VIII.COMMENTS FROM THE PUBLIC

None present.

IX. ADJOURNMENT

MOTION to adjourn the meeting at 7:05 p.m. (Siegel, Connelly) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell